Walmart Kiosk Opening Check List

- Clock in!
- Make sure all computers are up and running
- Check daily appointment calendar (leave this open all day)
- Assign All Appointments (and Walk Ins) to yourself for the hours of your shift
- Put out all outside signage
- Remove **all** chains from kiosk
- Open Slack and check for Announcements (leave this open all day)

Daily Tasks to do Throughout the Day

- Check emails
- Check appointment calendar
- Work rejects
- Make calls from return conversion
- Check Sign and Saves
- Check Slack and rrd-jh.com frequently for announcements and updates

Jackson Hewitt® TAX SERVICE

Walmart Kiosk Closing Check List

- Vacuum, sweep and empty trash/shredder
- Make sure all desks are clean and neat
- Check bank bag, prepare deposit slip
- **Submit Cash report on RRD Portal**
- Bring in all signage
- Clock out!
- Sign out of profiler correctly
- Hang chains
- Set time on clock to reflect opening time the next day
- Make deposit in night drop box at bank